

Electronic Funds Transfer Dispute Resolution Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute a transaction that occurred on my account associated with electronic funds transfer (EFT) on [Insert Transaction Date]. The details of the disputed transaction are as follows:

- **Transaction Amount:** [Insert Amount]
- **Transaction Description:** [Insert Description]
- **Transaction Reference Number:** [Insert Reference Number]

Upon reviewing my account statement, I noticed that this transaction was unauthorized and I did not give permission for this transfer. I kindly request that you investigate this matter and provide a resolution at your earliest convenience.

Please find attached any relevant documents that may assist in the resolution process.

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]